

**REQUEST FOR INFORMATION (RFI)
FOR
TRAINING CURRICULUM DESIGN AND DELIVERY
ISSUED FEBRUARY 15, 2019**

**Bids must be received no later than
3:00 P.M. Pacific Daylight Time (PDT) on
March 15, 2019**

SDWP is an Equal Opportunity Employer/Program
Auxiliary Aids and Services are Available upon Request to Individuals with Disabilities

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I. Introduction

A. Purpose

The purpose for the San Diego Workforce Partnership, Inc. (SDWP) to issue this Request for Information is two-fold: 1) to determine feasibility and costs of partnering with experienced vendors to create a consistent training experience for our jobseekers in the delivery of blended-learning solutions and 2) determine options of online, e-learning and Learning-Management Systems options that are available and are compatible with a blended-learning environment for diverse variety of customer audiences.

B. SDWP Overview

San Diego Workforce Partnership (SDWP) is a 501(c)(3) tax-exempt organization and is the Workforce Development Board chartered by the County and the City of San Diego to fund job training programs in the San Diego region. The organization's primary funding is allocated by the Department of Labor under the provisions of WIOA. However, SDWP has a diverse portfolio of Federal, State, local City and County, and private and philanthropic funding that provides resources to both jobseekers and businesses.

The organization's mission is to empower job seekers to meet the current and future workforce needs of employers in San Diego County. The vision of SDWP is that every business in our region has access to a skilled workforce and every job seeker has access to meaningful employment.

For additional information, please visit www.workforce.org.

In Program Year 2018, SDWP provided workforce development services to 24,000+ adults and youth across the County. SDWP is committed to using human-centered design principles to better serve our communities and create an integrated system of services that is response from an inter-generational perspective.

Currently, SDWP operates over 20 grant programs that serve a wide variety of job seekers from diverse communities. SDWP's [America's Job Center of California](#) network of 6 career centers sees approximately 70,000 visitors annually and our [Connect2Careers](#) program serves over 8,500 youth annually. Additionally, SDWP offers a variety of workforce development programs to priority populations with high barriers to employment such as: opportunity youth including foster youth, justice-involved, those living with disabilities or mental illness, veterans, those who are unsheltered or experiencing homelessness etc.

These programs are offered by a system of contracted funded community partners as well as offered directly by in-house SDWP staff members. Our training opportunities are currently offered largely in-person in a classroom or workshop setting, with some limited online resources available.

SDWP is a member of the [Southern Border Region \(SBR\)](#) with our partner Workforce Development Board, Imperial County. SDWP is interested in RFI responses from organizations who can adapt a strategy both individually to SDWP and for our broader regional approach with our partners in Imperial County.

C. Background

SDWP's goal is to create a portfolio of high quality training curriculum so that our offerings are provided in a consistent for all job seekers, whether through our funded partners, AJCCs, or in the direct training services SDWP provides.

Broadly, the type of trainings SDWP funds and provides as a Workforce Development Board can be categorized in four major service offerings: 1) Job Acquisition, 2) Work-Readiness, 3) Basic Skills and 4) Industry-Specific.

Typical type of workforce development training topics within these four categories could include, but are not limited to:

- 1) **Job Acquisition** – Resume building, interview prep and practices, Elevator pitch, Labor Market Information (LMI), Creating a LinkedIn profile, professional networking.
 - a. These trainings do not necessarily involve an assessment or evaluation. Success is typically evidenced by participant gaining a job.
- 2) **Work Readiness** – Also referred to as “soft skills”, these topic areas include communication, time management, conflict resolution, managing up, effective team work, e-mail etiquette, accepting criticism
 - a. Can be assessed through competency-based evaluations.
- 3) **Basic Skills** – These as training topics that relate to the basic academic and critical thinking skills that are common to succeed in most occupations or industries. These include basic reading, writing and mathematics, problem solving and analyzing information, accomplishing a GED and English language skills.
 - a. Can be assessed through competency-based evaluations.
 - b. The majority of these trainings should be provided by SDWP's Adult Education partners at no-cost to the community in a classroom setting throughout San Diego County. However, SDWP is interested in partnerships demonstrating connection points to these providers and/or other online Basic Skills opportunities for participants.
- 4) **Industry or Occupational Specific-Skills** – These training topics are built from competencies identified by businesses, industry representatives or others and are based on providing the skills and/or tasks related to a specific job or group of jobs.
 - a. Can be assessed through competency-based evaluations

II. RFI Response Expectations

A. Basic Organizational Information

- Name and contact information of each organization
- Type of organization (e.g. non-profit, government agency, education institution, for profit)
- Physical location(s) of organization (Address)
- Areas organization offers services (e.g. Southern Border, San Diego only, North County only, statewide etc.)
- Total FTEs at the organization and relevant staff resources within the organizational structure

B. Service Information

- Overview of services provided by the organization
- Experience and ability to provide:
 - Curriculum design and content management for both in-person instruction and online e-learning
 - Ability to leverage and professionalize existing SDWP or funded partners content
 - RFI responses should address different modalities – in person, hybrid (homework and then come together in classroom), online, and train-the-trainer
 - LMS Experience
 - Project Management
- Mechanisms for evaluation, assessments and other mechanism to provide evidence of completion i.e. badging, credentialing
- Ability for multi-language curriculum (specifically Spanish, Arabic and other top languages spoken in our region)
- Capacity for organization to provide instructors who offer training in-person on SDWP's behalf
- Capacity for organization to develop material in conjunction with employers to ensure curriculum is response to industry needs
- Experience providing adaptive learning experiences to SDWP's priority populations or those with high barriers to employment (e.g. opportunity youth 16-24, justice-involved, those living with disabilities, veterans)
- Typical organizational approach to developing a training curriculum implementation plan
 - I.e. how do you assess a client's training needs?
- General overview of affordability and pricing

III. RFI Response Process

A. Who May Respond to this RFI

SDWP is soliciting responses from any and all qualified vendors with practical knowledge of training curriculum design, and delivery and/or knowledge of e-learning and Learning Management Systems (LMS). Vendors must be prepared to provide information on ability to provide services across the Southern Border Region (San Diego and Imperial Counties).

B. How to Respond to this RFI

All RFI's must be submitted via PDF file to the address below:

procurement@workforce.org

Addressed Attn: Andrew Picard

Subj: RFI Training Curriculum Design and Deliver

Responses received after March 15, 2019 may not be reviewed by SDWP

C. Format of RFI Responses

The following outline is offered to assist in the development of your response. Respondents should include:

- Cover Letter – the cover letter should include a brief summary of your response, including indication to main areas in which your organization can deliver services, key contacts, areas of expertise, and an outline of your response.
- Formatting – SDWP does not limit the font, formatting nor page number of responses to RFIs. However, vendors should use best judgement in size of responses, with respect to SDWP’s reviewing committee's capacity. SDWP’s typical respond to RFIs including any supporting documentation is typically approximately 20 pages.

D. Reimbursement

SDWP will not reimburse submitters for any costs associated with a vendor's response to this RFI.

E. Questions Regarding this RFI

Any questions related to this RFI should be e-mailed to procurement@workforce.org on or before March 15, 2019 to the attention of Andrew Picard. SDWP may or may not provide a response to questions ahead of the deadline to submit.

F. Review Process

SDWP’s RFIs are issued with the intent to survey the industry to obtain information that provides guidance which will be used in the preparation for a future Request for Proposals (RFP)s. Neither the participation in or review process of this RFI obligates SDWP to respond to any vendor submissions nor impacts the scoring and evaluation of potential vendors for a future RFP process.

To fully comprehend the information contained within a response to this RFI, the reviewing group may seek further clarification on any or all responses. Clarifications may be requested in the form of verbal communication via telephonic, electronic e-mail communication or a request for an in-person presentation of the response.

RFI respondents who may be invited to present their response to the reviewing committee must be willing to do so with no expectation of reimbursement. The purpose of in-person review presentations would be to seek further clarification of information contained within the response.